

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: ADMINISTRATION

ACTIVITY NO.: 110-40

DEPARTMENT OF ADMINISTRATION SUMMARY PAGE

| <u>Account Classification</u> | <u>1984 Actual</u> | <u>1985 Budget</u> | <u>1986 Budget</u> |
|-------------------------------|------------------------|------------------------|------------------------|
| Personal Services | \$1,237,633 | \$1,117,395 | \$1,061,596 |
| Contractual Services | 397,824 | 437,095 | 428,462 |
| Commodities | 84,071 | 86,110 | 91,966 |
| Capital Outlay | 8,041 | 3,000 | 770 |
| TOTAL | \$1,727,569 | \$1,643,600 | \$1,582,794 |

| <u>Division</u> | <u>1984 Actual</u> | <u>1985 Budget</u> | <u>1986 Budget</u> |
|--------------------------|------------------------|------------------------|------------------------|
| Director's Office | \$ -- | \$ 81,415 | \$ 7,554 |
| Budget and Management | 296,596 | -- | -- |
| Controller's Office | 697,481 | 754,948 | 772,108 |
| Purchasing | 320,591 | 361,490 | 327,758 |
| Retirement and Insurance | 81,655 | 91,239 | 93,084 |
| Treasury | 331,246 | 354,508 | 382,290 |
| TOTAL | \$1,727,569 | \$1,643,600 | \$1,582,794 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

The 1986 budget for the Office of the Director of the Department of Administration is \$7,554, compared to \$81,415 for 1985. Personal Services have been reduced from \$74,004 in 1985 to \$0 in 1986 because the Director and Secretary positions have been eliminated. Contractual Services reflect a slight increase of \$130 in the dues and subscriptions account. Commodities reflect an increase of \$17 and no Capital Outlay is budgeted for 1986.

NOTE: The 1984 actuals also contain the expenditures for the Budget and Management Division which in 1985 was transferred to the City Manager's Department.

| Account Classification | 1984 ACTUAL | 1985 BUDGET | 1986 BUDGET |
|------------------------------------|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 264,604 | \$ 74,004 | \$ -- |
| 121 Employee Benefits | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 264,604 | \$ 74,004 | \$ -- |
| CONTRACTUAL SERVICES | | | |
| 220 Communications | \$ 5,319 | 2,154 | 2,154 |
| 230 Transportation (Out-of-town) | 4,515 | 3,475 | 1,000 |
| 231 Transportation (In-town) | -- | -- | 2,400 |
| 240 Advertising | 11 | -- | -- |
| 260 Dues and Subscriptions | 845 | 70 | 350 |
| 291 Office Automation | 7,020 | -- | -- |
| 292 Data Processing | 2,134 | -- | -- |
| 294 Motor Pool Rental | 151 | -- | -- |
| 295 Other Contractual Services | 211 | 75 | -- |
| TOTAL CONTRACTUAL SERVICES | \$ 20,206 | \$ 5,774 | \$ 5,904 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 9,901 | \$ 1,343 | \$ 1,350 |
| 330 Food, Drugs and Chemicals | 157 | 225 | 200 |
| 350 Repair Parts -- Bldgs. & Impr. | 25 | -- | -- |
| 360 Operating Supplies-Equipment | 241 | -- | -- |
| 370 Repair Parts - Equipment | 128 | 69 | 100 |
| 390 Minor Apparatus & Tools | 30 | -- | -- |
| TOTAL COMMODITIES | \$ 10,482 | \$ 1,637 | \$ 1,650 |
| CAPITAL OUTLAY | | | |
| 440 Office Equipment | \$ 1,304 | \$ -- | \$ -- |
| TOTAL CAPITAL OUTLAY | \$ 1,304 | \$ -- | \$ -- |
| ***** | | | |
| TOTAL | \$ 296,596 | \$ 81,415 | \$ 7,554 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
DEPARTMENT: ADMINISTRATION
DIVISION: DIRECTOR'S OFFICE

ACTIVITY NO.: 110-40-700-50000

| <u>POSITION TITLE</u> | <u>POSITIONS</u> | | | <u>1986 EMPLOYMENT RANGE</u> | <u>1986 BUDGET</u> |
|----------------------------|------------------------|------------------------|------------------------|--------------------------------------|------------------------|
| | <u>1984 BUDGET</u> | <u>1985 BUDGET</u> | <u>1986 BUDGET</u> | | |
| Director of Administration | 1 | 1 | 0 | -- | \$ -- |
| Administrative Secretary | 1 | 1 | 0 | -- | -- |
| | — | — | — | -- | — |
| TOTAL | 2 | 2 | 0 | | \$ -- |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

The 1986 adopted budget for the Controller of \$772,108 represents an increase of \$17,160 or 2.3% above the 1985 budget of \$754,948. Personal Services show a decrease of \$4,794, which is the net result of the salary improvement, merit increases, and the deletion of one Accountant II. Contractual Services reflect an increase of \$23,781, which is due to increased data processing charges. Commodities show a minor increase of \$573, which is reflected in the office supplies account. Capital Outlay is budgeted at \$600 for 1986 for the purchase of three calculators.

| Account Classification | 1984 ACTUAL | 1985 BUDGET | 1986 BUDGET |
|----------------------------------|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 424,669 | \$ 445,867 | \$ 441,073 |
| 121 Employee Benefits | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 424,669 | \$ 445,867 | \$ 441,073 |
| CONTRACTUAL SERVICES | | | |
| 220 Communications | \$ 4,792 | \$ 5,900 | \$ 5,900 |
| 230 Transportation (Out-of-town) | 2,220 | 1,200 | 1,200 |
| 231 Transportation (In-town) | -- | -- | 250 |
| 240 Advertising | 2,727 | 5,000 | 5,000 |
| 260 Dues and Subscriptions | 2,819 | 3,000 | 3,150 |
| 270 Professional Services | 51,285 | 54,000 | 56,430 |
| 292 Data Processing | 184,800 | 217,879 | 238,330 |
| 294 Motor Pool Rental | 64 | -- | -- |
| 295 Other Contractual Services | 226 | -- | 500 |
| TOTAL CONTRACTUAL SERVICES | \$ 248,933 | \$ 286,979 | \$ 310,760 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 16,961 | \$ 19,102 | \$ 19,675 |
| 330 Food, Drugs and Chemicals | 256 | -- | -- |
| 370 Repair Parts - Equipment | 64 | -- | -- |
| TOTAL COMMODITIES | \$ 17,281 | \$ 19,102 | \$ 19,675 |
| CAPITAL OUTLAY | | | |
| 440 Office Equipment | \$ 6,598 | \$ 3,000 | \$ 600 |
| TOTAL CAPITAL OUTLAY | \$ 6,598 | \$ 3,000 | \$ 600 |
| ***** | | | |
| TOTAL | \$ 697,481 | \$ 754,948 | \$ 772,108 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: CONTROLLER

ACTIVITY NO.: 110-40-660-50000

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division also coordinates the debt and capital improvement program, develops accounting and auditing programs, advises the Director of Administration and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, so that internal control against waste, inefficiency and financial infidelity are strengthened, and so that interested parties can be better informed about the City's financial condition and operation.

| POSITION TITLE | POSITIONS | | | 1986 EMPLOYMENT RANGE | 1986 BUDGET |
|-------------------------|----------------|----------------|----------------|-----------------------------|----------------|
| | 1984 BUDGET | 1985 BUDGET | 1986 BUDGET | | |
| Controller | 1 | 1 | 1 | E-9 | \$ 42,436 |
| Senior Accountant | 1 | 1 | 1 | 629 | 31,010 |
| Accountant III | 2 | 2 | 2 | 628 | 58,948 |
| Accountant II | 5 | 5 | 4 | 626 | 109,366 |
| Accountant I | 1 | 1 | 1 | 623 | 23,004 |
| Account Clerk III | 2 | 2 | 2 | 621 | 41,799 |
| Account Clerk II | 3 | 4 | 4 | 619 | 75,513 |
| Secretary | 1 | 1 | 1 | 618/19 | 19,027 |
| Account Clerk I | 1 | 1 | 1 | 617 | 17,360 |
| Data Control Clerk | 1 | 0 | 0 | -- | -- |
| Clerk II | 1 | 1 | 1 | 615 | 15,197 |
| Subtotal | 19 | 19 | 18 | | \$ 433,660 |
| ADD: Longevity | | | | | 5,723 |
| One Day Pay Encumbrance | | | | | 1,690 |
| TOTAL | | | | | \$ 441,073 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

The 1986 adopted budget of \$327,758 for the Purchasing Division reflects a decrease of \$33,732 or 9.3% below the 1985 budget of \$361,490. Personal Services reflect an increase of \$8,763, which is due to the salary improvement and merit increases. Contractual Services reflect a substantial decrease of \$46,965, which is the net effect of data processing and office automation charges. Commodities show an increase of \$4,300 in the office supplies and repair parts--equipment accounts. Capital Outlay is budgeted at \$170 for 1986 for the purchase of one calculator.

| <u>Account Classification</u> | <u>1984 ACTUAL</u> | <u>1985 BUDGET</u> | <u>1986 BUDGET</u> |
|----------------------------------|------------------------|------------------------|------------------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 198,804 | \$ 226,306 | \$ 235,069 |
| 121 Employee Benefits | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 198,804 | \$ 226,306 | \$ 235,069 |
| CONTRACTUAL SERVICES | | | |
| 220 Communications | \$ 5,977 | \$ 7,265 | \$ 7,265 |
| 230 Transportation (Out-of-town) | 767 | 1,100 | 1,100 |
| 240 Advertising | 58 | 1,500 | 1,500 |
| 260 Dues and Subscriptions | 914 | 900 | 1,000 |
| 270 Professional Services | -- | 250 | 250 |
| 291 Office Automation | 7,020 | 7,020 | 7,740 |
| 292 Data Processing | 84,540 | 95,212 | 47,294 |
| 294 Motor Pool Rental | 282 | 400 | 400 |
| 295 Other Contractual Services | 2,500 | 1,337 | 1,470 |
| TOTAL CONTRACTUAL SERVICES | \$ 102,058 | \$ 114,984 | \$ 68,019 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 17,962 | \$ 17,000 | \$ 19,300 |
| 330 Food, Drugs & Chemicals | 211 | 200 | 200 |
| 370 Repair Parts - Equipment | 1,556 | 3,000 | 5,000 |
| TOTAL COMMODITIES | \$ 19,729 | \$ 20,200 | \$ 24,500 |
| CAPITAL OUTLAY | | | |
| 440 Office Equipment | \$ -- | \$ -- | \$ 170 |
| TOTAL CAPITAL OUTLAY | \$ -- | \$ -- | \$ 170 |
| ***** | | | |
| TOTAL | \$ 320,591 | \$ 361,490 | \$ 327,758 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: PURCHASING

ACTIVITY NO.: 110-40-900-50000

This division serves as the City's centralized purchasing office, allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property. Additionally, the office administers the City's safety program which entails analyzing accident data, issuing safety recommendations, handling liability claims in conjunction with the Law Department and insurance carrier, and conducting safety inspection and training. The Purchasing Division also administers the self-sustaining Stationery Stores/Duplicating/Microfilming operations. This enables departments to receive duplicating and microfilming services and office supplies as well as providing a mechanism to assess switchboard, postage, office machine maintenance, legal advertising, and vehicle registration costs to the departments. Finally, the Purchasing Division also oversees the City's Vehicle Liability and Building and Contents Insurance program and Risk Management activities.

| POSITION TITLE | POSITIONS | | | 1986 EMPLOYMENT RANGE | 1986 BUDGET |
|--|----------------|----------------|----------------|-----------------------------|----------------|
| | 1984 BUDGET | 1985 BUDGET | 1986 BUDGET | | |
| Purchasing Manager | 1 | 1 | 1 | E-9 | \$ 44,133 |
| Assistant Purchasing Manager | 1 | 1 | 1 | 629 | 31,010 |
| Occupational Safety Officer | 1 | 1 | 1 | 629 | 31,010 |
| Senior Buyer | 1 | 1 | 1 | 627 | 28,025 |
| Buyer | 2 | 2 | 2 | 626 | 49,412 |
| Administrative Aide III | 1 | 0 | 0 | -- | -- |
| Secretary | 2 | 3 | 3 | 618/19 | 53,930 |
| Account Clerk I | 1 | 1 | 1 | 617 | 17,360 |
| Data Control Clerk | 1 | 1 | 1 | 617 | 17,360 |
| Subtotal | 11 | 11 | 11 | | \$ 272,240 |
| ADD: Longevity | | | | | 2,386 |
| One Day Pay Encumbrance | | | | | 1,056 |
| LESS: Amount charged to Self-insurance Fund | | | | | (40,613) |
| TOTAL | | | | | \$ 235,069 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

The 1986 approved budget of \$93,084 for the Retirement and Insurance Division represents an increase of \$1,845 or 2.0% above the 1985 budget of \$91,239. Personal Services reflect an increase of \$2,627, which is due to the salary improvement and merit increases. Contractual Services show a decrease of \$782, which is the net result of changes in the data processing and office automation accounts. Commodities remain at the 1985 budgeted level. No Capital Outlay is budgeted in 1986.

Funding for this budget is generated from the following sources: General Fund - 20% (\$18,617) Wichita Employees Retirement Fund - 37.5% (\$34,906); the Police and Fire Pension Fund - 37.5% (\$34,906); and Group Life Insurance - 5.0% (\$4,655).

| Account Classification | 1984 ACTUAL | 1985 BUDGET | 1986 BUDGET |
|----------------------------------|----------------|----------------|----------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 68,903 | \$ 72,426 | \$ 75,053 |
| 121 Employee Benefits | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 68,903 | \$ 72,426 | \$ 75,053 |
| CONTRACTUAL SERVICES | | | |
| 220 Communications | \$ 1,336 | \$ 1,540 | \$ 1,540 |
| 230 Transportation (Out-of-town) | 886 | 800 | 1,245 |
| 260 Dues and Subscriptions | 146 | 150 | 225 |
| 291 Office Automation | -- | -- | 2,160 |
| 292 Data Processing | 2,020 | 5,280 | 1,702 |
| 295 Other Contractual Services | 1,168 | 843 | 959 |
| TOTAL CONTRACTUAL SERVICES | \$ 5,555 | \$ 8,613 | \$ 7,831 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 7,197 | \$ 10,200 | \$ 10,200 |
| TOTAL COMMODITIES | \$ 7,197 | \$ 10,200 | \$ 10,200 |

| | | | |
|-------|-----------|-----------|-----------|
| TOTAL | \$ 81,655 | \$ 91,239 | \$ 93,084 |
|-------|-----------|-----------|-----------|

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: RETIREMENT AND INSURANCE

ACTIVITY NO.: 110-40-940-50000

This division is responsible for the overall coordination and direction of the City retirement system, insurance program, and Deferred Compensation Plan of City employees. The division acts as the administrative arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Retirement and Insurance Director also serves as a voting member of the Management Board of the Deferred Compensation Plan.

The two insurance programs included as the responsibility of this division are:

1. Employees' Group Life Insurance Plan
2. Employees' Group Health Insurance Plan

| <u>POSITION TITLE</u> | <u>POSITIONS</u> | | | <u>1986 EMPLOYMENT RANGE</u> | <u>1986 BUDGET</u> |
|-----------------------------------|------------------------|------------------------|------------------------|--------------------------------------|------------------------|
| | <u>1984 BUDGET</u> | <u>1985 BUDGET</u> | <u>1986 BUDGET</u> | | |
| Retirement and Insurance Director | 1 | 1 | 1 | E-11 | \$ 38,110 |
| Administrative Aide I | 1 | 1 | 1 | 620 | 19,726 |
| Secretary | 1 | 1 | 1 | 618/19 | 16,348 |
| | — | — | — | | |
| Subtotal | 3 | 3 | 3 | | \$ 74,184 |
| ADD: Longevity | | | | | 581 |
| One Day Pay Encumbrance | | | | | 288 |
| | | | | | |
| TOTAL | | | | | \$ 75,053 |

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The 1986 approved budget of \$382,290 for the Treasury Division represents an increase of \$27,782 or 7.8% above the 1985 budget of \$354,508. Personal Services reflect an increase of \$11,609, which is the result of the salary improvement and longevity. Contractual Services reflect a substantial increase of \$15,203, which is mainly due to data processing charges. Commodities show a slight increase of \$970 in the office supplies account. As in 1985, no Capital Outlay is budgeted for the Treasury Division.

| <u>Account Classification</u> | 1984 <u>ACTUAL</u> | 1985 <u>BUDGET</u> | 1986 <u>BUDGET</u> |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| PERSONAL SERVICES | | | |
| 110 Salaries & Wages | \$ 280,653 | \$ 298,792 | \$ 310,401 |
| 121 Employee Benefits | -- | -- | -- |
| TOTAL PERSONAL SERVICES | \$ 280,653 | \$ 298,792 | \$ 310,401 |
| CONTRACTUAL SERVICES | | | |
| 220 Communications | \$ 4,711 | \$ 5,840 | \$ 5,840 |
| 230 Transportation (Out-of-town) | 1,349 | 1,250 | 1,250 |
| 231 Transportation (In-town) | -- | -- | 300 |
| 250 Insurance | 917 | 1,000 | 2,410 |
| 260 Dues and Subscriptions | 445 | 700 | 600 |
| 292 Data Processing | 3,009 | 3,428 | 16,556 |
| 294 Motor Pool Rental | 1,642 | 2,650 | 2,650 |
| 295 Other Contractual Services | 8,999 | 5,877 | 6,342 |
| TOTAL CONTRACTUAL SERVICES | \$ 21,072 | \$ 20,745 | \$ 35,948 |
| COMMODITIES | | | |
| 310 Office Supplies | \$ 29,124 | \$ 32,339 | \$ 33,309 |
| 320 Clothing and Linen | 36 | 160 | 160 |
| 370 Repair Parts - Equipment | 222 | 2,472 | 2,472 |
| TOTAL COMMODITIES | \$ 29,382 | \$ 34,971 | \$ 35,941 |
| CAPITAL OUTLAY | | | |
| 440 Office Equipment | \$ 139 | \$ -- | \$ -- |
| TOTAL CAPITAL OUTLAY | \$ 139 | | |

| | | | |
|-------|------------|------------|------------|
| TOTAL | \$ 331,246 | \$ 354,508 | \$ 382,290 |
|-------|------------|------------|------------|

CITY OF WICHITA 1986 ANNUAL BUDGET

FUND: GENERAL
 DEPARTMENT: ADMINISTRATION
 DIVISION: TREASURY

ACTIVITY NO.: 110-40-980-50000

The Treasury Division is responsible for the collection and distribution of the City's revenue. Within this activity the City Treasurer is responsible for projecting cash balances, supervising all cash disbursements, maintaining cash position, administering investment of all funds including idle funds, developing collection procedures and systems, administering and supervising the licensing program and administering bond and note sales and debt management. The Treasury Office administers these functions through five sections: Collection, Records, Licensing, Investments, and Bonds. The Collection section receives and processes all payments made to the City, including the collection of all parking meter monies. The Records section is responsible for the detailed work involved for bank deposits, daily cash reports, and reconciliations. The License section is responsible for license records and providing regulatory field license inspections. The Investment section is responsible for keeping records pertaining to the number of investments, dollar amount invested and the return on all investments. The Bond section is responsible for maintaining current information on bond records relative to the City's debt status as well as making bond payments to the fiscal agents.

| POSITION TITLE | POSITIONS | | | 1986 EMPLOYMENT RANGE | 1986 BUDGET |
|------------------------------|----------------|----------------|----------------|-----------------------------|----------------|
| | 1984 BUDGET | 1985 BUDGET | 1986 BUDGET | | |
| City Treasurer | 1 | 1 | 1 | E-10 | \$ 39,678 |
| Deputy City Treasurer | 1 | 1 | 1 | 629 | 31,010 |
| Administrative Aide III | 1 | 1 | 1 | 625 | 25,368 |
| Accountant I | 1 | 1 | 1 | 623 | 23,004 |
| Account Clerk III | 0 | 1 | 1 | 621 | 19,936 |
| Account Clerk II | 2 | 1 | 1 | 619 | 15,197 |
| Cashier II | 1 | 1 | 1 | 619 | 18,862 |
| Account Clerk I | 2 | 3 | 3 | 617 | 48,704 |
| Parking Meter Coin Collector | 2 | 2 | 2 | 617 | 34,515 |
| Teller | 3 | 3 | 3 | 615 | 42,793 |
| Clerk II | 1 | 0 | 0 | -- | -- |
| Teller (P.T.-50%) | 1 | 1 | 1 | 615 | 7,081 |
| Subtotal | 16 | 16 | 16 | | \$ 306,148 |
| ADD: Longevity | | | | | 3,064 |
| One Day Pay Encumbrance | | | | | 1,189 |
| TOTAL | | | | | \$ 310,401 |

